



MEETING TYPE STAFF REPORT

Agenda Date: February 4, 2025

**Eric Buckman, City
Manager:**

Department: Community Development

Department Head Name:

Presenter: Renée Barron

Kim Berry, City Clerk:

This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE:

Organizational Meeting

BACKGROUND: Election of Officers should be held at the first meeting after September of each year. The Zoning Administrator will run the meeting until officers are selected. We have one vacancy at this time and we will follow our bylaws as outlined below.

Our bylaws read:

- 1) The officers of the Planning Commission shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the Planning Commission.
- 2). The election of all officers shall occur at the Planning Commission's first regular meeting after September 30 each year.
- 3). Nominations of members for an office shall be by a current member of the Planning Commission during the meeting when elections are held.
- 4). All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination.
- 5). All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- 6). To be elected to an office, a nominee must receive a majority of the votes of the full Planning Commission.
- 7). All terms of office shall be for one year with eligibility for reelection

FISCAL EFFECT:

SUPPORTING DOCUMENTATION: By-laws

RECOMMENDATION: Nominate and elect Chairperson, Vice-Chair/Secretary